

KENTUCKY REGISTRY OF ELECTION FINANCE
IMPORTANT PERMANENT COMMITTEE (PAC) TIPS

1. **When reporting a contributor's occupation and/or place of employment on Schedule 1, the term "self-employed" is not an allowable description. Election finance statements must disclose the name of the contributor's business.**
KRS 121.180 (6) (b)
2. **The statutes require complete addresses (name, street address or P.O. Box, city, state and zip code) for all Schedule 1 itemized receipts and for all Schedule 2 disbursements in excess of twenty five dollars (\$25.00). Schedule 2 disbursements to individuals must also disclose the individual's occupation.**
KRS 121.180 (6) (b); KRS 121.160 (2) (c)
3. **Schedule 1 must disclose the major business, social, or political interest represented by any PAC that has made a contribution of any amount.**
KRS 121.180 (6) (a)
4. **Schedule 1 must disclose the cumulative contribution for each itemized contributor.**
KRS 121.180 (6) (c)
5. **Each expenditure listed on Schedule 2 must include a detailed/specific description of what was purchased.**
KRS 121.180 (6) (c); KRS 121.180 (2) (a) (4)
6. **The Summary Page must include the total number of cash, anonymous, and unitemized contributors.**
KRS 121.180 (2) (a) (3); KRS 121.150 (3); and KRS 121.150 (4)
7. **Schedule 3 must include the name and complete mailing address of each location where an "event" was held.**
KRS 121.180 (5)
8. **The PAC's filer number should be listed on the Cover Page.**
KRS 121.180 (6)
9. **Remember to carry forward any outstanding debts from Schedule 4 of the prior report to Schedule 4 of the current report.**
KRS 121.180 (3) (a)
10. **In order to accurately report activities of the full reporting period, do not mail, fax, hand-deliver, courier express, email, or electronically file the quarterly report prior to 5 days before the due date of that report.**